

SANDY CITY
APPROVED CLASS SPECIFICATIONS

I.	<u>Class Title:</u>	Controller	<u>Revision Date:</u>	3/2005
			<u>EEO Code:</u>	Off/Administrator
			<u>Status:</u>	Exempt (Admin)

II. Summary Statement of Overall Purpose/Goal of Position:

Under the general supervision and direction of the Finance Director. Performs major accounting and financial reporting activities and supervises Finance Division personnel.

III. Essential Duties

- * Assists in the preparation/review of monthly budget reports and annual financial statements.
- * Works with auditors on yearly financial audit, including audit working papers.
- * Supervises payroll and performs monthly balancing of payroll liabilities.
- * Perform or review all entries required to have all proprietary funds stated in accordance with GAAP.
- * Review utility billing charges and adjustments.
- * Responsible for reconciliation of bank accounts, and investments.
- * Responsible for daily balancing of subsidiary ledgers to the general ledger.
- * Responsible for reconciliation of customer deposits and water stock.

IV. Marginal Duties

- * Provides other city departments with budget information; answers questions from other departments on special financial information needs; performs special accounting projects.
- * Performs other duties as assigned.

V. Qualifications:

Education: Bachelors degree in accounting or related field.

Experience: Three years of accounting or business training; may substitute year for year any equivalent combination of experience and education.

Knowledge of: General and governmental accounting principles and practices; payroll practices; general office procedures; City Ordinances; personnel, auditing; tax, and payroll laws; general principles of management and supervision.

Responsibility for: Important City records dealing with confidential matters; great responsibility for the care, condition, and use of materials, equipment, and money; supervision of Accounting and Utility Billing personnel.

Communication Skills: Ability to professionally furnish and obtain information from other departments; contact with other departments, requiring tact and judgement to avoid friction; constant contact with the public presenting data that may influence important decisions.

Tool, Machine, Equipment Operation: Requires regular use of a personal computer (spreadsheet and word processing), mainframe, 10-key, printer, copier, and telephone system.

Analytical Ability: Communicate effectively verbally and in writing; follow verbal and written instructions; initiate and implement policy and procedures affecting fiscal management and city operations; prioritize tasks; establish effective working relationships with employees and the public; record management skills; apply complex concepts to the solution of problems.

VI. Working Conditions:

Great mental effort is required daily; a moderate amount of pressure and fatigue is present during an average work day; constant exposure to deadlines; regular attendance and occasional overtime is necessary in this position.

The above statements are intended to describe the general nature and level of work being performed by the person(s) assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities, and skills required of personnel so classified. The approved class specifications are not intended to and do not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.